

## ***Tax Trainee***

### **Competence:**

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- University degree;
- Excellent knowledge of English and Romanian;
- Excellent knowledge of Microsoft Office, Internet;
- Compliance with internal procedures and standard business Romanian and English writing to ensure quality and consistency;
- Strong reading, writing and editing skills;
- High attention to detail and accuracy;
- Team worker, efficient, good communicator, flexible and adaptable, proactive, having the ability to work under pressure and setting the right priorities to deliver results on time;
- Experience in revision/proofreading of legal & tax documentation in English and Romanian;
- Good customer service skills
- Seriousness, responsibility and capacity to adapt to new requirements.

### **Responsibilities:**

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- Final check on content, format and presentation of the company's outgoing documents flow;
- Correct spelling and grammar mistakes;
- Registering documents at Trade Registry;
- Verify business written communication;
- Create, review, improve standard business writing corporate policies;
- Review and improve company's standard operating procedures in submission of documents;
- Updates TAX & Legal department databases;
- Respects deadlines and standard quality terms;
- Reception/transmission /redistribution correspondence, faxes, emails, addresses and organization registers of inputs / outputs;
- Archiving folders.

**Benefits:**

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- Attractive salary package;
- Professional development opportunities.
- Excellent working environment in a young professional team;
- Work in a fast-developing international firm